

**STATE OF LOUISIANA**  
**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**REQUEST FOR PROPOSALS**  
**FOR**  
**RFP SOLICITATION No. 3000001613**

**ON-SITE**  
**MICROCOMPUTER DESKTOP and**  
**CAD/ENGINEERING SOFTWARE SUPPORT SERVICES**

**Advertisement Date**

**January 11, 2013**

**Proposal Submission Deadline:**

**Monday, January 28, 2013 3:00 p.m. CST**

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# **1 GENERAL INFORMATION**

## ***1.1 Purpose***

This Request for Proposals (RFP) is issued by the Louisiana Department of Transportation and Development, Information Technology Section, (herein referred to as “State”) to individual consultants and/or consulting firms interested in providing on-site consulting services in the information technology area of Microcomputer Desktop and CAD/Engineering Software Support Services. One Prime-Consultant (herein referred to as “Contractor”) shall be selected for this contract. The Contractor may not subcontract the specified services without the written agreement of State.

## ***1.2 Background***

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona-fide, qualified Proposers who are interested in providing on-site consulting services in the information technology area of Microcomputer Desktop and CAD/Engineering Software Support Services to the Information Technology Section of the State of Louisiana, Department of Transportation and Development.

## ***1.3 Scope of Services***

The State is seeking a Contractor to serve in a contract position as described in Attachment I: Scope of Work: Functional and Technical Requirements. Attachment I of this RFP contains the detailed Scope of Work, qualifications, and deliverables that the State requires.

## ***1.4 Performance Goals and Measures***

### **A. Goals and Objectives:**

- This Contract will provide a single resource for State’s end-users using microcomputers and related peripheral equipment and Computer-Aided Design (CAD) Engineering and Engineering Project Management Software for on-site support, on an on-going and as-needed basis, only at State defined locations.

### **B. Performance Measures:**

- The services provided by the Contractor shall be evaluated to determine that these services are provided in a timely and professional manner. The Contractor will provide the State’s Project Manager with a Monthly Status Report documenting the technical tasks and hours performed by each of the Contractor personnel.

### ***1.5 Monitoring Plan***

- A monthly status report shall be sent to the DOTD Project Manager for their review and approval. The status report must show tasks completed and any risks or issues experienced in the preceding month or projected going forward.
- Each month, an invoice shall be sent to the DOTD Project Manager for their review and approval. The invoice must show all hours performed by each of the Contractor personnel for the preceding month.

### ***1.6 Project Manager***

- The State of Louisiana, Department of Transportation, Information Technology Section 13 State Project Manager will monitor the performance of the Contractor by the review of the Monthly Status Report submitted by the Contractor.

## **2 ADMINISTRATIVE INFORMATION**

### ***2.1 Term of Contract***

The period of any contract resulting from this RFP will be an initial twelve (12) month period tentatively scheduled to begin on or about **March 1, 2013** and to continue through **February 28, 2014**. DOTD has the right to renew **at the same terms and conditions**, the contract for additional two twelve-month periods with the concurrence of the Contractor and all appropriate approvals. In no event shall the contract term exceed 36 months.

### ***2.2 Pre-proposal Conference***

A non-mandatory pre-proposal conference will be held, **January 16, 2013, 1:00PM – 3:00PM (CST) at the DOTD Auditorium, DOTD Headquarters Building 1201 Capitol Access Road, Baton Rouge, LA**). The purpose of the conference is for proposers to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Written questions regarding RFP requirements or Scope of Services may be submitted by **Email to [contractservices@la.gov](mailto:contractservices@la.gov)** addressed to the RFP Coordinator as listed below. All email inquiries must be received by **5:00 PM CST January 15, 2013**. DOTD's email computer server clock will be considered the official time/date on email inquiries. Additional written questions may be submitted during the Pre-proposal Conference. Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the DOTD will be stated in writing in response to written questions. Therefore, potential proposers should submit all questions in writing even if an answer has already been given to an oral question. After the conference, questions will be researched and the official response will be posted as an Addendum by 3:00 PM CST **January 18, 2013**.

Mr. Alan Dale, P.E.  
Consultant Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245  
Telephone: (225) 379-1989  
[contractservices@la.gov](mailto:contractservices@la.gov)

### ***2.3 Proposer Inquiries***

This RFP is available in electronic form at  
<http://webmail.dotd.state.la.us/AgreStat.nsf/WebView?OpenPage> and  
<http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>  
or in printed form by submitting a written request to the RFP Coordinator.

The DOTD reserves the right to modify the RFP should a change be identified that is in the best interest of the DOTD.

Any and all questions by potential proposers at the Conference shall be deemed to require an official response. Official responses to each of the questions presented by the proposer shall be posted on the DOTD Consultant Contract Services  
<http://webmail.dotd.state.la.us/agrestat.nsf/WebAddendums?OpenPage>  
and LaPAC websites  
<http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>  
as an Addendum to the RFP following the Pre-proposal conference.

Only the **RFP Coordinator** has the authority to officially respond to proposer's questions on behalf of the DOTD. Any communications from any other individuals are not binding to the DOTD.

### ***2.4 Definitions***

<b><i>Term</i></b>	<b><i>Definition</i></b>
<i>Mandatory Requirements</i>	<i>The terms "shall", "will", and "must" denote mandatory requirements.</i>
<i>Permissible Action</i>	<i>The terms "should", "can" and "may" denote an advisory or allowable action.</i>
<i>Agency</i>	<i>Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.</i>
<i>Contractor; consultant</i>	<i>A firm or individual who is awarded a contract</i>

<i>Proposal</i>	<i>A response to an RFP</i>
<i>Proposer</i>	<i>A firm or individual who responds to an RFP</i>
<i>RFP</i>	<i>A request for proposals</i>
<i>Discussions</i>	<i>For the purposes of this RFP, a formal, structured means of conducting written or oral communications with responsible Proposers who submit proposals determined in writing to be reasonably susceptible of being selected for award.</i>

## ***2.5 Schedule of Events***

<b><u>Event</u></b>	<b><u>Date</u></b>
Advertise RFP and mail public announcements	January 11, 2013
Pre-proposal conference	January 16, 2013
Issue responses to Written inquiries	January 18, 2013
Deadline for receipt of Proposals	January 28, 2013
Announce Award of Contractor Selection	February 07, 2013 (on or about)
Contract Execution	March 1, 2013 (on or about)

***NOTE: DOTD reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary.***

## **3 PROPOSAL INFORMATION**

### ***3.1 Minimum Qualifications of Proposer***

Proposers must meet the following minimum qualifications:

The Proposers should ensure that their proposals contain adequate information for DOTD to make an evaluation relevant to the identified requirements in the scope of services.

DOTD anticipates the need for the following professional Contractor or subcontractor personnel, with relevant experience as sufficient to meet the requirements of this RFP and Scope of Services. Technical certifications and experience required to qualify for this RFP can be found in Attachment 1, Scope of Services, Contractor's Qualifications and Responsibilities.

Describe the qualifications and experience of all key personnel designated in the project-specific organizational chart as assigned to this project. Include résumés (key personnel only) showing each assigned individual's education, registrations, accomplishments, and experience. All key personnel shall meet the minimum qualifications of the contractor's personnel as stated in Attachment 1, Scope of Services. The Department will consider only experience that is relevant to the tasks listed in Attachment 1 (Scope of Services).

### ***3.2 Determination of Responsibility***

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34: 136. DOTD must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for DOTD to make its determination by presenting acceptable evidence of the above to perform the contracted services.

### ***3.3 Right to Prohibit Award***

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

### ***3.4 RFP Addenda***

DOTD reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

Addenda, if any, will be posted on the DOTD Consultant Contract Services and LaPac websites:

<http://webmail.dotd.louisiana.gov/agrestat.nsf/WebAddendums?OpenPage> and

<http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>

It is the responsibility of the proposer to check the website for addenda to the RFP, if any.

### ***3.5 Waiver of Administrative Informalities***

DOTD reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.



### ***3.6 Proposal Rejection/RFP Cancellation***

Issuance of this RFP in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in DOTD's best interest.

### ***3.7 Withdrawal of Proposal***

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

### ***3.8 Subcontracting Information***

DOTD shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, should acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP is also required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with DOTD, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of DOTD.

### ***3.9 Ownership of Proposal***

All materials submitted in response to this request shall become the property of DOTD. Selection or rejection of a proposal does not affect this right.

### ***3.10 Proprietary Information***

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

### ***3.11 Cost of Preparing Proposals***

DOTD shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by DOTD.

### ***3.12 Errors and Omissions in Proposal***

DOTD will not be liable for any errors in proposals. DOTD reserves the right to make corrections or amendments due to patently obvious errors identified in proposals by DOTD or the Proposer. DOTD, at its option, has the right to request clarification or additional information from the proposers.

### ***3.13 Contract Award and Execution***

DOTD reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

DOTD reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected Proposer shall become part of any contract initiated by DOTD.

The selected Proposer shall be expected to enter into a contract that is basically the same as the sample contract included in Attachment III. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds ten days or if the selected Proposer fails to sign the final contract within ten business days of delivery, DOTD may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

### ***3.14 Code of Ethics***

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

## **4 RESPONSE INSTRUCTIONS**

### ***4.1 Proposal Submission***

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before 3:00p.m. Central Daylight Time on the date specified in the Schedule of Events. FAX or e-mail submissions are not acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Mr. Alan A. Dale, P.E.  
Consultant Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, Louisiana 70802-4338  
Telephone: (225) 379-1989

Fax: (225) 379-1857

It shall be solely the responsibility of each Proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason not received timely, will not be considered.

The proposal should be identified with **RFP Solicitation No. 3000001613 and Project Name: On-Site Microcomputer Desktop and CAD/Engineering Software Support Services** and shall be submitted **prior to 3:00 p.m. CST on January 28, 2013.**

The DOTD requests that **six** of copies of the proposal be submitted to the RFP Coordinator at the address specified. At least **one** copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. **A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation.** The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP. Any proposer failing to submit any of the mandatory information requested in this RFP shall be considered non-responsive.

Name(s) of the Proposer listed must precisely match the name(s) filed with the Louisiana Secretary of State, Commercial Division, Corporations Section, if proposer is a corporation.

## ***4.2 Proposal Format***

Proposers should respond to this RFP with a Technical Proposal (as specified in Section 5, Proposal Content) and Cost Proposal (as specified in Section 5.5, Cost Information). No pricing information should be included in the Technical Proposal.

## ***4.3 Cover Letter***

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

## ***4.4 Technical and Cost Proposal***

Proposals should be submitted as specified in Section 5, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

## ***4.5 Certification Statement***

The Proposer shall sign and submit the Certification Statement shown in Attachment II.

# **5 PROPOSAL CONTENT**

## ***5.1 Executive Summary***

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, Proposer contact name,

phone number, email address and the stipulation that the proposal is valid for a time period of at least *one year* from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the DOTD's overall requirements in the timeframes set by the agency.

It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied. The Proposer should address the specific language in Attachment III Sample Contract, and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording shall be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

## ***5.2 Corporate Background and Experience***

The Proposer should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

### ***5.2.1 Veteran/Hudson Small Entrepreneurships Programs Participation***

Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp).

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

Proposer Status and Reserved Points

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurship to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  - the number of certified small entrepreneurship to be utilized
  - the experience and qualifications of the certified small entrepreneurship(s)
  - the anticipated earnings to accrue to the certified small entrepreneurship(s)

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 et. seq.) concerning the Hudson Initiative may be viewed <http://legis.la.gov/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp) . Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwprd.doa.louisiana.gov/osp/lapac/vendor/srchven.asp> . When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

### ***5.3 Proposed Project Staff***

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Required technical certifications and technical experience are listed in [Attachment I: Scope of Services](#). The Proposer should use Attachment VII to indicate the required certifications held by each consultant proposed. Likewise, the Proposer should use Attachment VIII to indicate the required

experience held by each consultant proposed. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

If a sub-Contractor will be used, the proposer should clearly identify any sub-Contractor arrangements, and provide similar information as requested for the Proposer's staff.

#### ***5.4 Approach and Methodology***

- Proposer's understanding of the nature of the project and how its proposal will best meet the needs of DOTD.
- Its functional approach in providing the services.
- Its functional approach in identifying the tasks necessary to meet requirements.
- A description of the approach to Project Management and Quality Assurance.
- A proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.
- Proposer should define its strategy for project team organization and task assignments to transfer application knowledge, to position DOTD to be self-sufficient after implementation.
- Identify areas of project risk and procedures to mitigate these risks.
- Explain how each task and service will be performed (this should take into account project phasing, use of tools, technologies, etc.).

#### ***5.5 Cost Information***

Provide the total cost (inclusive of travel and all project expenses). Provide the total estimated number of hours, by classification, for the Proposer's project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor (if applicable). See Attachment IV: Schedule of Prices for format in which cost information should be submitted.

A proposer's base cost score will be based on the cost information provided in Attachment IV, Schedule of Prices and computed as follows:

$$\text{BCS} = (\text{LPC}/\text{PC} \times 25)$$

Where:            BCS = Computed cost score (points) for proposer being evaluated  
                      LPC = Lowest proposed cost of all proposers  
                      PC = Total cost of proposer being evaluated

Each proposer must submit a price proposal using DOTD's pricing structure provided in Attachment IV, Schedule of Prices. No other format is acceptable. Proposals not including a Schedule of Prices shall be disqualified. Additionally, all blanks on Schedule of Prices must be completed. If a proposer identifies deficiencies or errors in this format, he should bring this

information to the attention of DOTD. DOTD will review the information and issue any correction as an amendment to the solicitation.

Only Attachment IV, Schedule of Prices will be considered in evaluating the price proposal. Do not include any additional terms and conditions, company fee schedules, etc., they will not be considered.

## **6 EVALUATION AND SELECTION**

### ***6.1 Evaluation Team***

The evaluation of proposals will be accomplished by an evaluation team, to be designated by DOTD, which will determine the proposal most advantageous to DOTD, taking into consideration price and the other evaluation factors set forth in the RFP.

### ***6.2 Administrative and Mandatory Screening***

All proposals shall be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

### ***6.3 Clarification of Proposals***

DOTD reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

### ***6.4 Oral Presentations/Discussions May be Required***

*NOT APPLICABLE TO THIS SOLICITATION.*

### ***6.5 Evaluation and Review***

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following.

(Each proposal shall be rated for categories one through five, with 0 being the lowest score and the highest possible score as shown for each category.

Category 5, Hudson/Veteran Small Entrepreneurship shall be rated as specified in 6.5.1 Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation.

Category 6, Cost shall be rated as follows: The proposer with the lowest total price shall receive 25 points. Other proposers will receive points for price based upon the following formula:

$$\text{Price Score} = \frac{\text{Lowest Proposed Total Price} \times 25}{\text{Contractor's Proposed Total Price}}$$

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

<b>CRITERIA</b>	<b>MAXIMUM SCORE</b>
1. Corporate Background and Experience	<b>15</b>
2. Past Performance on Similar Projects	<b>10</b>
3. Qualifications and Experience of Proposed Project Staff	<b>30</b>
4. Contractor's Approach and Methodology as presented in Proposer's Response to this RFP.	<b>10</b>
5. Hudson/Veteran Small Entrepreneurship Program	<b>10</b>
6. Cost	<b>25</b>
<b>TOTAL SCORE</b>	<b>100</b>

All proposals shall be evaluated as indicated. The proposer's ratings in each category shall be added to arrive at the proposer's total score. The Project Evaluation Team shall compile the scores and make a recommendation to the DOTD Secretary based on highest score. The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

#### ***6.5.1 Hudson / Veteran Initiative Evaluation Points***

##### ***Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation (Value of 10% of the total evaluation points)***

Please note: If the proposer is a VHI small entrepreneurship, 10 of the reserve points will be added to their proposal score. If the proposing firm is not a VHI small entrepreneurship but subcontracts with a VHI, for any amount of work, then a proration of the 10 points will be added to their proposal score as outlined below. The Veteran or Hudson Initiative small entrepreneurship criteria do not designate a specific percentage of the total contract amount to be completed by a VHI subcontractor to receive reserve points.

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurship as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

##### **Proposer Status and Reserved Points**

- Proposer is a certified small entrepreneurship: Full amount of the reserved points



- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurs to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  - the number of certified small entrepreneurs to be utilized
  - the experience and qualifications of the certified small entrepreneurship(s)
  - the anticipated earnings to accrue to the certified small entrepreneurship(s)

## ***6.6 Announcement of Contractor***

The DOTD will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received(except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum along with list of criteria used along with the weight assigned each criteria; scores of each proposal considered along with overall scores of each proposal considered, and a narrative justifying selection shall be made available, upon request, to all interested parties after the Award has been posted to DOTD Consultant Contract Services website:

<http://webmail.dotd.louisiana.gov/agrestat.nsf/WebAwards?OpenPage>

Any Proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 days after the award has been announced by the agency.

The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

## **7 SUCCESSFUL CONTRACTOR REQUIREMENTS**

### ***7.1 Vendor Registration***

**PLEASE NOTE: Prior to execution of any contract resulting from RFP, Contractor must be registered as a vendor at:**

**Registration Link:**

<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>

Click On: *LaGov Vendor Registration*

Registration Help Desk: (225) 342-6349

**It is highly advisable to register a minimum of one if not more of the following product category codes:**

80101500 For Consulting/Professional Services

81112000 For any services that include Computer Elements

43231500 For Software License and Maintenance Agreements

81102200 For Engineering and Related Services

## ***7.2 Corporation Requirements***

Upon the award of the contract, if the Contractor is a corporation not incorporated under the laws of the State of Louisiana, the Contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana prior to the execution of the contract.

Upon the award of the contract, if the Contractor is a for-profit corporation whose stock is not publicly traded, the Contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

## ***7.3 Compensation***

Compensation to the Contractor for the services rendered for this project shall be made at billable rates and other detail costs specified in the Contractor's proposal, for a maximum compensation proposed by the Contractor for all services, payable monthly as specified in Sub-Section 7.3, Billing and Payment.

## ***7.4 Billing and Payment***

Payments to the Contractor for services rendered for this Project shall be made monthly based on an itemized invoice showing line item costs incurred. Any labor charges for approved services shall include the names of the employees, their classification, and the time worked. These shall be reimbursed at the approved billable rate for that classification.

The invoice shall show the total amount earned to the date of submission, and the amount due and payable as of the invoice including the direct expenses, if applicable.

The original and two copies of the invoice shall be submitted to the Project Manager. The invoice must be signed and dated by the Contractor.

Upon receipt and approval of each invoice, DOTD shall pay the amount due within 30 calendar days.

## ***7.5 Contract Terms & Conditions***

The proposer shall be required to enter into a Contract with DOTD that is **basically the same** as Attachment III. Any changes to those terms shall be negotiated if state law allows such negotiation.

## ***7.6 Indemnification***

The Contractor shall indemnify, save harmless and defend DOTD against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money growing out of, resulting from, or by reason of any act or omission of the Contractor, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this Agreement. Such indemnification shall include attorney's fees and court costs. Contractor shall provide and bear the expense of all personal and professional insurance related to its duties arising under this Agreement.

Contractor shall indemnify, defend and hold DOTD and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against DOTD in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that DOTD shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, DOTD or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment. In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for DOTD the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to DOTD up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings. DOTD and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any

## ***7.7 Confidentiality***

All financial, statistical, personal, technical and other data and information relating to DOTD's operation which are designated confidential by DOTD and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this

contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to DOTD. The identification of all such confidential data and information as well as DOTD's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by DOTD in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by DOTD to be adequate for the protection of DOTD's confidential information, such methods and procedures may be used, with the written consent of DOTD, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties. Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the DOTD.

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## **ATTACHMENT I: SCOPE OF SERVICES**

### **Project Objectives**

The project will provide a single resource for the State's end-users using microcomputers and related peripheral equipment and Computer-Aided Design (CAD)/Engineering and Engineering Project Management Software for **on-site** Microcomputer Desktop Support and **on-site** CAD/Engineering Software Support, on an on-going and as-needed basis, only at defined locations listed in Attachment VI.

The resulting contract of this RFP will require five (5) dedicated, qualified, **on-site** Contractor personnel. The Contractor personnel will work **on-site** and be stationed at the State's Headquarters location in the Information Technology Section, East Wing, 1201 Capitol Access Road, Baton Rouge, LA.

The support services requested in this RFP includes desktop support, which is the support of software, applications, and/or configurations of the desktop, as well as printer hardware maintenance and repair. It will be the responsibility of the Contractor to perform problem diagnosis where it may be determined that a hardware component needs repair. State will be responsible for the purchase of any parts that are required for printer hardware maintenance or repair. Contractor will determine and resolve any conflicts between hardware and software that may occur. For this reason, Contractor personnel must have experience and be certified in the repair of personal computers and related peripheral equipment. The Contractor will initiate and coordinate the hardware repair with the State Project Manager or their delegated contact and then restore the necessary and appropriate software and/or configurations necessary for the end-user's workstation.

### **Tasks and Services Required**

#### **Provide a Single Resource for State's End-Users for Support**

Contractor will provide services for the management and support of a desktop environment and provide a single resource for the State's end-users using personal computers and related peripheral equipment and Computer-Aided Design (CAD)/Engineering and Project Management Software for on-site support on an on-going and as-needed basis. This will involve, but not be limited to, support of the integration of operating systems, databases, application software, network and communications software and related products to provide a reliable application environment.

The maximum number of hours for the resulting contract is 9,300 hours. This is calculated using five (5) Contractor personnel with a forty (40) hour work week and a maximum of 1860 hours annually per Contractor employee.

The Contractor's proposed cost shall be quoted in hourly cost and shall cover all associated costs, including taxes and travel. The Contractor will invoice monthly, in arrears, by the 10<sup>th</sup> day of the month for support rendered. The monthly invoices will be processed for payment once approved by the State Project Manager.

The total maximum cost of the resulting contract shall be computed based on the Contractor's proposed hourly rate and the maximum number of hours for the contract stated above. This computed amount will reflect the "not-to-exceed" cost of the Contract. Contractor may invoice only for hours actually expended, which may result in less hours than the maximum stated above.

#### **RESPONSE TIME AND HOURS OF COVERAGE:**

Contractor will receive all service requests from the State that support and/or assistance is needed. Contractor will resolve all service requests relating to personal computer Desktop support, CAD/Engineering software support and printer hardware maintenance and repair. All other service requests the Contractor receives will be assigned by the Contractor to the appropriate unit of the IT Section for resolution. Contractor must respond to each service request within 30 minutes. Support coverage hours must be Monday – Friday, 7:00 AM through 4:30 PM, excluding State observed holidays, unless otherwise agreed to in advance. A shift schedule must be negotiated with the Contractor personnel to allow for more than the basic eight (8) hours of coverage without additional charge to the State. However, Contractor personnel must be available for longer than the normal eight (8) hour workday should a situation require immediate attention. The State's IT Section Management will make the final decision in these occurrences. Every attempt must be made by the Contractor for problem diagnosis and resolution within four (4) hours of notification, inclusive of travel time, unless otherwise discussed with State's IT Section Management.

#### **MICROCOMPUTER DESKTOP SUPPORT AND END-USER ASSISTANCE:**

The Contractor shall provide desktop support and assistance to State's end-users on an on-going, as needed basis. Please note that assistance is not formal classroom training, but rather one-on-one, hands-on instruction. Contractor **must dedicate two (2) of the five (5) required personnel** to this support. The Contractor shall provide the following support:

(The following list is intended to provide some typical examples and is not intended to be all inclusive.)

- Problem diagnosis and resolution within four (4) hours of notification
- Deployment of State current standard production software configurations, software upgrades, program patches and fixes for standard software such as: Microsoft Windows XP and Windows 7, Microsoft Office Suite, Lotus Notes, MicroStation, Projectwise, and other CAD and GIS related software packages, etc.
- Assist end-users in using operating system features and tools and standard Microsoft Office features and tools
- Analysis and installation/configuration of software upgrades or new releases
- Configuration for Enterprise Server access and printing
- Installation/configuration for Local printing/plotting/scanning including large format hardcopy devices such as HP and OCE' plotters and scanners.
- Execute diagnostic utilities for problem diagnosis by Contractor and end-user
- Backup and restore of data when applicable, end-user assistance: How to backup/restore (The Contractor is not responsible for data.)
- Configuration of network clients

#### **NEW WORKSTATION DESKTOP SETUP AND CONFIGURATIONS:**

The Contractor will receive a service request from the State that software installation and configuration of a new workstation desktop is needed. The Contractor shall provide for the following:

(The following list is intended to provide some typical examples and is not intended to be all inclusive.)

- Schedule the installation of new equipment to minimize downtime to end-user.
- System startup services for the new hardware, such as preparation of the hard disk drive, update and configuration of system BIOS, device firmware upgrades, device drivers, security patches.
- Installation/configuration of the operating system and current standard office software. State will provide licensed copies of all software to be installed. State will provide system privileges to Contractor sufficient to perform all necessary tasks required.
- Ensure network connectivity by performing client network configuration.
- Work with end-user and systems administrative group to setup State's environment.
- Setup of print/plot queues, local and network, if applicable.
- Assist user in transfer of data from previous workstation to new workstation, if applicable.
- New equipment is usually purchased to replace old equipment. After installation and configuration of the new workstation, coordinate the relocation of the old workstation to the new location (if applicable) and schedule the surplus of or installation/configuration for the displaced workstation.

#### **CONSULTATION AND RELOCATION ASSISTANCE:**

Contractor must provide consultation or advice on new equipment purchases and/or upgrades for RAM upgrades, scanner/printer/plotter capabilities versus end-user needs, media drive upgrades (CDRW/DVD/HDD), and expansion interfaces (SCSI, Parallel, Com, NIC). Contractor shall not be limited to the above items.

Contractor must provide assistance with the physical relocation of State's equipment and installation support for the new location. This relocation will be communicated from State's IT Section Management. It is a planned event and will be managed to minimize end-user downtime. An example would be where an entire section of the State is being relocated to another floor or building.

#### **CAD/ENGINEERING AND ENGINEERING PROJECT MANAGEMENT SOFTWARE SUPPORT:**

Contractor **must dedicate three (3) of the five (5) required personnel** to this software support. Contractor shall provide comprehensive technical support on any and all software relating to CAD, engineering, engineering project management or engineering design and shall not be limited to the following list:

- Photogrammetric Applications – provide first level help desk and desk side support on client configurations and upgrades and act as a State agent in problem resolution with other entities. Applications include ImageStation Orthopro, Stereo Display, Feature collection, DTM Collection, Digital Mensuration, Automatic Elevations, and Image Analyst.
- Raster Products – provide first level help desk and desk side support on client configurations and upgrades and act as a State agent in problem resolution with other entities. Applications include I/RAS C and Descartes.
- CAD/Engineering Design Software – provide first level help desk and desk side support on client configurations and upgrades and act as a State agent in problem resolution with other entities.

Applications include ArcGIS, MicroStation V8i, MicroStation V8, Microstation V8 XM, InRoads, InRoads Bridge, InRoads Survey, InRoads Storm and Sanitary.

- Engineering Project Management Software – provide first level help desk support on client configurations and upgrades and act as a State agent in problem resolution with other entities. Applications include Bentley ProjectWise.
- Plotter Software - provide first level help desk and desk side support on client configurations and upgrades, server configurations and upgrades, and provide integration with plot drivers and plot devices. Applications include is Iplot, ProjectWise Interplot.
- Licensing Support – maintain State license pools for CAD related software licenses and interface with various software manufacturers to obtain upgrades and for problem resolution.
- Domain Administration – assist in Windows 2003/2008 domain administration with computer account creation, local file system security settings, maintenance of end-user profiles, tuning of various replications between domain servers, maintenance of end-user accounts (creation, renaming, pruning, etc.) and maintenance of server shares.

### **Contractor's Qualifications and Responsibilities**

The Contractor's proposal for this technical specialty area should provide the following information to demonstrate the proposed Contractor personnel's knowledge, skills and experience. The Proposer shall be prepared to commit staff to this project that are available for the duration of the term of the Contract and should have previous experience working in a state government environment. The Contractor personnel will adhere to State specific IT policies, procedures, and guidelines.

The services provided by the Contractor to accomplish this Scope of Work shall be under the control, management, and supervision of the Contractor unless stated otherwise in the Scope of Work. An average of 40 hours per week of on-site supplemental technical staff support with technical issues is required (total for the fiscal year, **not to exceed 9,300 hours**).

Contractor must provide monthly reports to the State Project Manager detailing the support and assistance that has been performed during the past period. This report shall be delivered to the State Project Manager in hard-copy and electronic formats. Accompanying the report, the Contractor shall submit time sheets indicating the effort expended by each member of its or its subcontractor's staff, participating in the Contract.

The Contractor's proposal shall demonstrate that the five (5) individuals dedicated to this Contract has the following specific certifications and experience at the time of the Contractor proposal submission by completing the Contractor Proposed Personnel Certifications Chart in Attachment VII and the Contractor Proposed Personnel Experience Chart in Attachment VIII for each proposed person to be assigned to this contract.



## REQUIRED CONTRACTOR PROPOSED PERSONNEL CERTIFICATIONS

Required Technical Certifications	Required Number of Certified Consultants
<b>MCSE (4.0, 2000, and/or 2003)</b> – Microsoft Certified Systems Engineer	2
<b>MCP Windows XP</b> – Microsoft Certified Professional	3
<b>Microsoft Certified Solutions Associate (Windows 7)</b>	3
<b>MCTS: Microsoft Certified Technology Specialist</b>	3
<b>MCSA Windows 2003</b> – Microsoft Certified Systems Administrator	2
<b>MCDST Windows XP</b> – Microsoft Certified Desktop Support Technician	2
<b>MCITP: Enterprise Support Technician</b> – Microsoft Certified Information Technology Professional for Enterprise Support	3
<b>CompTIA Network+</b>	1
<b>CompTIA A+</b>	3
Completion of Bentley Training on the following MicroStation-related topics:	
MicroStation V8i (SELECTseries2) for CAD Management and Administration	2
MicroStation V8i Essentials	1
MicroStation V8 XM Edition: Implementing a Task based User Interface	1
MicroStation V8 XM Edition User Update - V8 2004 to V8 XM Edition	2
SELECTServer: License Management, XM Edition	3
ProjectWise InterPlot: Improving Performance, V8 XM Edition	3
ProjectWise InterPlot: PDF Publishing, V8 XM Edition	3
Using ProjectWise Integration Server V8 XM edition	2
Administering Bentley ProjectWise	2
Using ProjectWise V8	2
An Introduction to Bentley Descartes V8	3
<b>HP Certified Plotter Technician</b>	1
<b>Oce' Certified large format hard copy devices (i.e. 7050 and 9400 Series Plotters)</b>	1
<b>HP Certified Printer Technician</b>	1

## REQUIRED CONTRACTOR PROPOSED PERSONNEL EXPERIENCE

Required Technical Experience	Required Number of Experienced Consultants
A minimum of <b>6 years</b> experience providing Bentley ProjectWise Administration	3
A minimum of <b>10 years</b> experience providing support for MicroStation CAD Management, (both application and system support), in a network environment utilizing shared system resources	3
A minimum of <b>10 years</b> experience providing support for management of other CAD applications running on MicroStation such as Inroads, Interplot, I/RAS B, and I/RAS C	3
A minimum of <b>5 years</b> experience in Windows Domain Administration and Account Management	3
A minimum of <b>5 years</b> experience in Windows OS Desktop Support	3
A minimum of <b>5 years</b> experience in Microsoft Office Configuration and Technical Support	3
A minimum of <b>5 years</b> experience of HP Printer, Printer Driver Support and Hardware Troubleshooting	3
A minimum of <b>5 years</b> experience in Large Format Plotter and Scanner Support	4
A minimum of <b>5 years</b> experience in IBM/Lenovo and Dell hardware/software troubleshooting and configuration	4
A minimum of <b>5 years</b> experience in Anti-Virus/Malware Software Administration	4
A minimum of <b>5 years</b> experience in IBM Personal Communications Software	4
A minimum of <b>9 years</b> ESRI ArcGIS Software Installation and Support	3
A minimum of <b>5 years</b> experience in Desktop Deployment, Project Planning and Management	3
A minimum of <b>5 years</b> experience in Hardware/Software issue troubleshooting	3
A minimum of <b>2 years</b> experience in Software Installation and upgrade for the Z/I ImageStation software suite, including:	
IRAS-C	2
ImageStation Automatic Elevations (ISAE)	2
ImageStation Digital Mensuration	2
ImageStation DTM Collection (ISDC)	2

ImageStation Elevations Engine (ISEE)	2	
ImageStation Feature Collection (ISFC)	2	
ImageStation OrthoPro	2	
ImageStation Photogrammetric Manager	2	
ImageStation Stereo Display	2	

**State's Responsibilities**

- A. The State will provide timely access to the State's staff and documentation as required in completing each of the tasks.
- B. The State will provide a Subject Matter Expert (SME) to be available on an as-needed basis.
- C. The State will provide timely reviews of submitted work products and approve such deliverables when completion criteria are met.
- D. The State will convey and issue correspondence to appropriate State personnel on the purpose, significance, and importance of the project.
- E. The State will provide office space, local telephone service, desktop workstations, LAN connection to the State's network and Internet, internal email connection, limited use of copiers and miscellaneous office supplies.
- F. The State will be responsible for the supervision, direction, and control of its own personnel.
- G. The State will provide safe and free access to those facilities needed to conduct project tasks.
- H. The State will provide a State Project Manager, who is familiar with the State's information technology and operating environment, for the duration of the contract.

## ATTACHMENT II: CERTIFICATION STATEMENT

*The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.*

**OFFICIAL CONTACT.** DOTD requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: (     ) \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

D. Telephone Number \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to DOTD or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least *One Year* from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have \_\_\_\_\_ business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document. (Agency insert number of days to correspond to same number referenced in RFP section number 3.12 Contract Award and Execution.)
6. Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at [www.epls.gov](http://www.epls.gov) .)

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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SIGNATURE of Proposer's Authorized Representative

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DATE

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# **ATTACHMENT III: SAMPLE CONTRACT**

## **CONSULTING SERVICES CONTRACT**

### **STATE OF LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**PURCHASE ORDER NO. xxxxxxxxxxxx**  
**PROJECT NAME**  
**STATEWIDE**

**PLEASE NOTE: Prior to execution of any contract resulting from RFP, Contractor must be registered as a vendor at:**

**Registration Link:**

<http://wwwprd.doa.louisiana.gov/osp/lapac/Vendor/VndPubMain.asp>

Click On: *LaGov Vendor Registration*

Registration Help Desk: (225) 342-6349

**It is highly advisable to register a minimum of one if not more  
of the following product category codes**

80101500 For Consulting/Professional Services  
81112000 For any services that include Computer Elements  
43231500 For Software License and Maintenance Agreements  
81102200 For Engineering and Related Services

On this \_\_\_\_\_ day of \_\_\_\_\_, 20xx, the State of Louisiana through the Louisiana Department of Transportation & Development, hereinafter sometimes referred to as “DOTD”, and [Contractor’s name and legal address], hereinafter sometimes referred to as “Contractor”, do hereby enter into a Contract under the following terms and conditions.

## **1 SCOPE OF SERVICES**

### ***1.1 CONCISE DESCRIPTION OF SERVICES***

*[Complete Scope of Services to be provided, OR attach Scope of Services as an Attachment A]*

#### ***1.1.1 GOALS AND OBJECTIVES***

*[List Goals and Objectives of this contract]*

#### ***1.1.2 PERFORMANCE MEASURES***

The performance of the contract will be measured by the DOTD Project Manager, authorized on behalf of the DOTD, to evaluate the contractor’s performance against the criteria in the Scope of Work and are identified as:

*[List Performance Measures which should be measurable and time bound]*

### **1.1.3 MONITORING PLAN**

[Name and Title or Position] will monitor the services provided by the **contractor** and the expenditure of funds under this contract. [Name and Title or Position] will be primarily responsible for the day-to-day contact with the **contractor** and day-to-day monitoring of the **contractor's** performance. The monitoring plan is the following:

[Provide Monitoring Plan]

### **1.1.4 DELIVERABLES**

The Contract will be considered complete when Contractor has delivered and DOTD has accepted all deliverables specified in the Scope of Services.

[May also include list and description of the project deliverables or expected outcomes including any required timetables]

### **1.1.5 HUDSON/VETERAN REPORTING REQUIREMENTS**

Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Reporting Requirements

*Note: This section should not be used if the funding source being utilized includes restrictions, (i.e. FEMA funds, HUD funds, etc.).*

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

### **1.1.6 SUBSTITUTION OF KEY PERSONNEL**

The Contractor's key personnel assigned to this Contract may not be removed, replaced, or substituted without the written consent of the DOTD. Consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any Contractor personnel become unavailable due to resignation, illness, or other factors outside of the Contractor's control, excluding assignment to a project outside of the Contract, the Contractor shall be responsible for providing an equally qualified replacement to avoid delays in completing tasks. Any such replacement of key personnel must be approved by DOTD.

## **2 ADMINISTRATIVE REQUIREMENTS**

### **2.1 TERM OF CONTRACT**

This Contract shall begin on [Date] and shall terminate on [Date], unless modified by a fully executed supplemental agreement. Notwithstanding the foregoing, in no event shall this Contract be valid until it has been approved, in writing, by the Director of the Office of Contractual review of the Division of Administration. Such approval authorizes a Contract term for not more than 36 months.

## **2.2 DOTD FURNISHED RESOURCES**

Mr. /Ms. \_\_\_\_\_ will serve as DOTD Project Manager for this Contract. The DOTD Project Manager shall provide oversight of the activities conducted hereunder. Notwithstanding the Contractor's responsibility for management during the performance of this Contract, the assigned DOTD Project Manager shall be the principal point of contact on behalf of the DOTD and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

## **2.3 TAXES**

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be Contractor's obligation and identified under Federal tax identification number \_\_\_\_\_.

## **3 COMPENSATION, MAXIMUM AMOUNT OF CONTRACT, & PAYMENT TERMS**

### **3.1 COMPENSATION**

In consideration of the services described above, DOTD hereby agrees to pay the Contractor compensation based on a billable rate of \$\_\_\_\_\_ per hour for a maximum limitation of \$\_\_\_\_\_ for the actual work performed.

[If necessary insert chart for Billable Rate by Classification]

### **3.2 PAYMENT TERMS**

**Itemized invoice must reference Purchase Order No. \_\_\_\_\_, any invoice received without Purchase Order number referenced will be returned.** The last invoice that is submitted must say "FINAL INVOICE".

Payments to the Contractor for services rendered for this Project shall be made monthly based on an itemized invoice showing line item costs incurred. Any labor charges for approved services shall include the names of the employees, their classification, and the time worked. These shall be reimbursed at the approved billable rate. These rates shall be used for the duration of the Contract.

The monthly invoice shall show the total amount earned through the date of submission with the amount previously paid broken down by hours and hourly rate.

If applicable, include:

Any charges for approved services other than labor shall be detailed to include vendor name, cost, and description. Final payment for these costs will be adjusted after project completion, or at the request of the Project Manager, to reflect the actual costs experienced by the Contractor during the course of this contract as determined by DOTD's Audit Section following the post audit of this contract. However, in no event shall such an adjustment allow the contract cost to exceed the maximum limitation imposed thereon. The allowable costs shall be in accordance with the cost principles and procedures set forth in 48 CFR 31 of the (FARS) as appropriate.



Next two paragraphs stay either way:

The original and two copies of the invoice reflecting the amount and value of work, accomplished to the date of such submission shall be submitted directly to the Project Manager, xxxxxxxx. The invoice must be signed and dated by a principal member of the Contractor's firm. The invoice shall also show the total of previous payments because of the contract, and the amount due and payable as of the date of the current invoice.

Upon receipt and approval of each invoice, DOTD shall pay the amount due within thirty (30) calendar days.

## **4 TERMINATION**

### ***4.1 TERMINATION FOR CAUSE***

DOTD may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the DOTD shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the DOTD may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the DOTD to comply with the terms and conditions of this contract provided that the Contractor shall give the DOTD written notice specifying the DOTD agency's failure and a reasonable opportunity for the state to cure the defect.

### ***4.2 TERMINATION FOR CONVENIENCE***

DOTD may terminate the Contract at any time without penalty by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress; to the extent work has been performed satisfactorily.

### ***4.3 TERMINATION FOR NON-APPROPRIATION OF FUNDS***

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall

terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

## **5 INDEMNIFICATION & LIMITATION OF LIABILITY**

The Contractor shall indemnify, save harmless and defend DOTD against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money growing out of, resulting from, or by reason of any act or omission of the Consultant, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this Agreement. Such indemnification shall include attorney's fees and court costs. Contractor shall provide and bear the expense of all personal and professional insurance related to its duties arising under this Agreement.

Contractor shall indemnify, defend and hold DOTD and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against DOTD in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that DOTD shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, DOTD or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for DOTD the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to DOTD up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as

part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings. DOTD and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

## **6 CONTRACT CONTROVERSIES**

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1524-26.

## **7 FUND USE**

Contractor agrees not to use Contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

## **8 OWNERSHIP**

All records, reports, documents and other material delivered or transmitted to Contractor by DOTD shall remain the property of DOTD, and shall be returned by Contractor to DOTD, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of DOTD, and shall, upon request, be returned by Contractor to DOTD, at Contractor's expense, at termination or expiration of this contract.

## **9 NON-ASSIGNABILITY**

No Contractor shall assign any interest in this Contract by assignment, transfer, or novation, without prior written consent of the DOTD. This provision shall not be construed to prohibit the Contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved Contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the DOTD.

## **10 RIGHT TO AUDIT**

The DOTD Auditor, State Legislative auditor, federal auditors and internal auditors of the Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the Contract for a period of five (5) years from the date of the last payment made under this Contract. Records shall be made available during normal working hours for this purpose.

## **11 CONTRACT MODIFICATION**

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the Contract is binding on any of the parties.

## **12 CONFIDENTIALITY OF DATA**

All financial, statistical, personal, technical and other data and information relating to the DOTD's operation which are designated confidential by the DOTD and made available to the Contractor in order to carry out this Contract, or which become available to the Contractor in carrying out this Contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the DOTD. The identification of all such confidential data and information as well as the DOTD's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the DOTD in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the DOTD to be adequate for the protection of the DOTD's confidential information, such methods and procedures may be used, with the written consent of the DOTD, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the Contract, or is rightfully obtained from third parties.

## **13 COST RECORDS**

The Contractor and its sub-Contractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred relative to this project. Costs shall be accordance with 48 CFR 31 of the (FARS), as modified by DOTD audit guidelines, and which are incorporated herein by reference as if copied in extensor. The FARS is available for inspection through [www.transportation.org](http://www.transportation.org). Records shall be retained until such as an audit is made by DOTD or the Contractor is released in writing by the DOTD Audit Director, at which time the Contractor may dispose of such records. The Contractor shall, however, retain such records for a minimum of five years from the date of payment of the last estimate under this Contract or the release of all retainage for this Contract, whichever occurs later, for inspection by DOTD and/or Legislative Auditor and the FHWA or General Accounting (GAO) under State and Federal Regulations effective as of the date of this Contract.

## **14 SUBCONTRACTORS**

The Contractor may, with prior written permission from the DOTD, enter into subcontracts with third parties for the performance of any part of the Contractors duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the DOTD for any breach in the performance of the Contractor's duties. The Contractor will be the single point of contact for all subcontractor work.

## **15 COMPLIANCE WITH CIVIL RIGHTS LAWS**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

## **16 INSURANCE**

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-VI.

This rating requirement shall be waived for Worker's Compensation coverage only.

**Contractor's Insurance:** The Contractor shall not commence work under this Contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana state agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any Sub-Contractor to commence work on his subcontract until all similar insurance required for the Sub-Contractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

**Compensation Insurance:** Before any work is commenced, the Contractor shall maintain during the life of the Contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the Sub-Contractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the Contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all Sub-Contractors to provide Employer's

Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

**Commercial General Liability Insurance:** The Contractor shall maintain during the life of the Contract such Commercial General Liability Insurance which shall protect him, the DOTD, and any Sub-Contractor during the performance of work covered by the Contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract, whether such operations be by himself or by a Sub-Contractor, or by anyone directly or indirectly employed by either or them, or in such a manner as to impose liability to the DOTD. Such insurance shall name the DOTD as additional insured for claims arising from or as the result of the operations of the Contractor or his Sub-Contractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

**Insurance Covering Special Hazards:** Special hazards as determined by the DOTD shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the Contract included therewith.

**Licensed and Non-Licensed Motor Vehicles:** The Contractor shall maintain during the life of the Contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the Contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

**Sub-Contractor's Insurance:** The Contractor shall require that any and all Sub-Contractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

## **17 APPLICABLE LAW**

This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

## **18 CODE OF ETHICS**

The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the DOTD if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.

## **19 SEVERABILITY**

If any term, covenant, condition, or provision of this Contract or the application thereof to any person or circumstance shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Contract or the application of such term, covenant, condition or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

## **20 COMPLETE CONTRACT**

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

## **21 ENTIRE AGREEMENT & ORDER OF PRECEDENCE**

This contract together with the RFP and Contractor's proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the Contractor's Proposal.

IN WITNESS THEREOF, the parties have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

CONTRACTOR

\_\_\_\_\_  
Witness for First Party

BY: \_\_\_\_\_

\_\_\_\_\_  
Witness for First Party

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Federal Identification Number

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION  
AND DEVELOPMENT

\_\_\_\_\_  
Witness for Second Party

BY: \_\_\_\_\_  
Secretary

RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
Witness for Second Party

BY: \_\_\_\_\_  
Division Head



## ATTACHMENT IV: SCHEDULE OF PRICES

A completed Price Proposal, as defined below, will be required as part of the proposal. Total costs must be all inclusive (travel, lodging, meals, taxes, etc.) for all personnel associated with the proposal, including subcontractors. The hourly rate shall be inclusive of all costs. The total cost shall be the maximum amount to be paid under the Contract.

Personnel:

1 CAD Consultant @ 1860 hours/yr. each X \$ \_\_\_\_/hour = \$\_\_\_\_\_  
Title of Proposed CAD Consultant 1: \_\_\_\_\_

1 CAD Consultant @ 1860 hours/yr. each X \$ \_\_\_\_/hour = \$\_\_\_\_\_  
Title of Proposed CAD Consultant 2: \_\_\_\_\_

1 CAD Consultant @ 1860 hours/yr. each X \$ \_\_\_\_/hour = \$\_\_\_\_\_  
Title of Proposed CAD Consultant 3: \_\_\_\_\_

1 Microcomputer Consultant @ 1860 hours/yr. each X \$ \_\_\_\_/hour = \$\_\_\_\_\_  
Title of Proposed Microcomputer Consultant 1: \_\_\_\_\_

1 Microcomputer Consultant @ 1860 hours/yr. each X \$ \_\_\_\_/hour = \$\_\_\_\_\_  
Title of Proposed Microcomputer Consultant 2: \_\_\_\_\_

TOTAL CONTRACT COST: \$\_\_\_\_\_

The estimated percentage of the effort of this contract that will be completed by a subcontractor (if applicable): \_\_\_\_\_ %

**Name of Firm:** \_\_\_\_\_

**Address of Firm:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Printed Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ATTACHMENT V: LOCATIONS FOR SUPPORT

Locations are various cities, towns, parishes and specific addresses as follows:

1201 Capitol Access Road	DOTD Headquarters	Baton Rouge, LA
7686 Tom Drive	Traffic Services Section	Baton Rouge, LA
5080 Florida Blvd.	Materials Lab	Baton Rouge, LA
1701 Foss Drive	DOTD Warehouse	Baton Rouge, LA
4101 Gourrier Lane	LTRC	Baton Rouge, LA
7252 Lakeshore Drive	Dist. 02 Design Section	New Orleans, LA
US 90 East	Dist. 03 Design Section	Lafayette, LA
3365 Industrial Avenue	Dist. 04 Design Section	Bossier City, LA
8010 Desiard Street	Dist. 05 Design Section	Monroe, LA
US Hwy 90 East	Dist. 07 Design Section	Lake Charles, LA
3300 McArthur Drive	Dist. 08 Design Section	Alexandria, LA
La. Route 15	Dist. 58 Design Section	Chase, LA
8100 Airline Hwy.	Dist. 61 Design Section	Baton Rouge, LA
685 N. Morrison Blvd.	Dist. 62 Design Section	Hammond, LA

Additional sites will not be covered by or added to this contract unless Contractor and State mutually agree. Written documentation of this agreement will be the responsibility of the Contractor, where both parties sign and receive a copy of the written document.

## ATTACHMENT VI: EQUIPMENT FOR SUPPORT

**This information is provided for Contractor's knowledge of the types of equipment that the software could be running on.**

The State has approximately 3000 machines, consisting of approximately 2600 desktops and 400 laptops. The processor types range from Intel Core 2 Duo to the latest Intel i7.

The majority of the machine types that are presently supported are:

### **IBM/Lenovo**

#### **Desktops**

8808-JAU

8811-E4U

9088-A2U

6073-A2U

5536-E2U

7484-ANU

4518-E5U

#### **Laptops**

2007-66U (T60)

7663-CTO (T61)

8889-02U (T61)

2767-W78 (T400)

2056-4SU (T500)

4349-2PU (T510)

4242-4UU (T520)

### **Dell**

#### **Desktops**

Optiplex GX620

Optiplex GX745

Optiplex GX755

Optiplex GX760

Optiplex GX960

Optiplex GX990

#### **Laptops**

Latitude D620

Latitude D630

Latitude D810

Latitude D830

Latitude E5500

Latitude E6400

Precision T3400

Precision T7000

There may be machines types not listed.

### **Monitors**

Some desktops have two monitors.

The majority of the monitor types that are supported are:

There may be machines types not listed.

**IBM/Lenovo**

19" LCD  
20" LCD  
22" LCD  
23" LCD

**Dell**

22" LCD  
30" LCD

**HP**

24" LCD

**Samsung**

22" LCD  
24" LCD  
27" LCD

**Printers/Plotters**

The majority of the printer/plotter types that are supported are:

**HP**

LaserJet 4000 series	DesignJet 800
LaserJet 4050	DesignJet 5000
LaserJet 4100	
LaserJet 4250	
LaserJet 5000	
LaserJet 5200	
LaserJet P4015	
LaserJet P4515	

Color LaserJet 4600  
Color LaserJet 4650  
Color LaserJet 4700  
Color LaserJet 5550  
Color LaserJet CP2025  
Color LaserJet CP3505  
Color LaserJet CP5520

**XEROX/TEKTRONICS**

Phaser 7750

## ATTACHMENT VII: CONTRACTOR PROPOSED PERSONNEL CERTIFICATIONS

### CONTRACTOR PROPOSED PERSONNEL CERTIFICATIONS CHART

#### Required Technical Certifications

Indicate certifications possessed by each proposed consultant by placing an X in each applicable box (cell).

<b>Required Technical Certifications</b>	<b>Required Number of Certified Consultants</b>	<b>Proposed Consultant 1 Name of Consultant 1</b>	<b>Proposed Consultant 2 Name of Consultant 2</b>	<b>Proposed Consultant 3 Name of Consultant 3</b>	<b>Proposed Consultant 4 Name of Consultant 4</b>	<b>Proposed Consultant 5 Name of Consultant 5</b>
<b>MCSE (4.0, 2000, and/or 2003) –</b> Microsoft Certified Systems Engineer	2					
<b>MCP Windows XP –</b> Microsoft Certified Professional	3					
Microsoft Certified Solutions Associate (Windows 7)	3					
<b>MCTS: Microsoft Certified Technology Specialist</b>	1					
<b>MCSA Windows 2003 –</b> Microsoft Certified Systems Administrator	2					
<b>MCDST Windows XP –</b> Microsoft Certified Desktop Support Technician	2					
<b>MCITP: Enterprise Support Technician –</b> Microsoft Certified Information Technology Professional for Enterprise Support	3					
<b>CompTIA Network+</b>	1					
<b>CompTIA A+</b>	3					
Completion of Bentley Training on the following MicroStation-related topics:						
MicroStation V8i (SELECTseries2) for CAD Management and Administration	2					
MicroStation V8i Essentials	1					
MicroStation V8 XM Edition: Implementing a Task based User Interface	1					
MicroStation V8 XM Edition User Update – V8 2004 to V8 XM Edition	2					
SELECTServer: License Management, XM Edition	3					
ProjectWise InterPlot: Improving Performance, V8	3					

XM Edition							
ProjectWise InterPlot: PDF Publishing, V8 XM Edition	3						
Using ProjectWise V8	2						
Administering Bentley ProjectWise	2						
An Introduction to Bentley Descartes V8	3						
<b>HP Certified Plotter Technician</b>	1						
<b>Oce' Certified large format hard copy devices (i.e. 7050 and 9400 Series Plotters)</b>	1						
<b>HP Certified Printer Technician</b>	1						
<b>Dell Certified Printer Technician</b>	1						
<b>Dell Certified Server Technician</b>	1						
<b>Dell Certified Desktop Technician</b>	1						
<b>Dell Certified Laptop Technician</b>	1						

**I hereby certify that the individuals listed below, who are proposed to be dedicated to this contract, has the certifications as indicated in the attached chart.**

**Printed Name and Title: Proposed CAD Consultant 1:** \_\_\_\_\_

**Printed Name and Title: Proposed CAD Consultant 2:** \_\_\_\_\_

**Printed Name and Title: Proposed CAD Consultant 3:** \_\_\_\_\_

**Printed Name and Title: Proposed Microcomputer Consultant 1:** \_\_\_\_\_

**Printed Name and Title: Proposed Microcomputer Consultant 2:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Printed Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ATTACHMENT VIII: CONTRACTOR PROPOSED PERSONNEL EXPERIENCE

### CONTRACTOR PROPOSED PERSONNEL EXPERIENCE CHART

#### Required Technical Experience

Indicate experience possessed by each proposed consultant by placing an X in each applicable box (cell).

Required Technical Experience	Required Number of Experienced Consultants	Proposed Consultant 1 Name of Consultant <u>1</u>	Proposed Consultant 2 Name of Consultant <u>2</u>	Proposed Consultant 3 Name of Consultant <u>3</u>	Proposed Consultant 4 Name of Consultant <u>4</u>	Proposed Consultant 5 Name of Consultant <u>5</u>
A minimum of <b>6 years</b> experience providing Bentley ProjectWise Administration	3					
A minimum of <b>10 years</b> experience providing support for MicroStation CAD Management, (both application and system support), in a network environment utilizing shared system resources	3					
A minimum of <b>10 years</b> experience providing support for management of other CAD applications running on MicroStation such as Inroads, Interplot, I/RAS B, and I/RAS C	3					
A minimum of <b>5 years</b> experience in Windows Domain Administration and Account Management	3					
A minimum of <b>5 years</b> experience in Windows OS Desktop Support	3					
A minimum of <b>5 years</b> experience in Microsoft Office Configuration and Technical Support	3					
A minimum of <b>5 years</b> experience of HP Printer, Printer Driver Support and Hardware Troubleshooting	3					
A minimum of <b>5 years</b> experience in Large Format Plotter and Scanner Support	4					
A minimum of <b>5 years</b> experience in IBM/Lenovo and Dell hardware/software troubleshooting and configuration	4					
A minimum of <b>5 years</b> experience in Anti-Virus/Malware Software Administration	4					

A minimum of <b>5 years</b> experience in IBM Personal Communications Software	4						
A minimum of <b>9 years</b> ESRI ArcGIS Software Installation and Support	3						
A minimum of <b>5 years</b> experience in Desktop Deployment, Project Planning and Management	3						
A minimum of <b>5 years</b> experience in Hardware/Software issue triage	3						
A minimum of <b>2 years</b> experience in Software Installation and upgrade for the Z/I ImageStation software suite, including:							
IRAS-C	2						
ImageStation Automatic Elevations (ISAE)	2						
ImageStation Digital Mensuration	2						
ImageStation DTM Collection (ISDC)	2						
ImageStation Elevations Engine (ISEE)	2						
ImageStation Feature Collection (ISFC)	2						
ImageStation OrthoPro	2						
ImageStation Photogrammetric Manager	2						
ImageStation Stereo Display	2						

**I hereby certify that the individuals listed below, who are proposed to be dedicated to this contract, has the certifications as indicated in the attached chart.**

**Printed Name and Title: Proposed CAD Consultant 1:** \_\_\_\_\_

**Printed Name and Title: Proposed CAD Consultant 2:** \_\_\_\_\_

**Printed Name and Title: Proposed CAD Consultant 3:** \_\_\_\_\_

**Printed Name and Title: Proposed Microcomputer Consultant 4:** \_\_\_\_\_

**Printed Name and Title: Proposed Microcomputer Consultant 5:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Printed Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_